

DD/M&S Registry
File *Personnel 16*

DD/M&S 73-3903

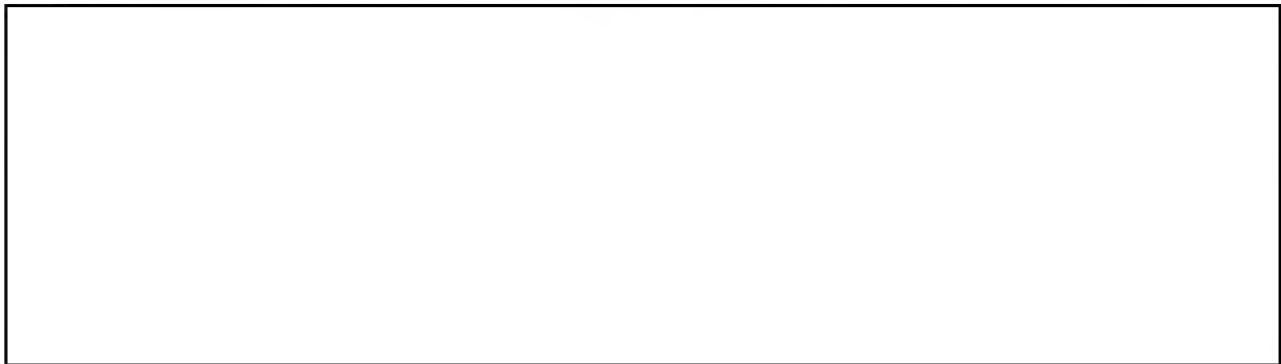
2 OCT 1973

MEMORANDUM FOR: Chief, NE Support Staff
SUBJECT : Safety Program Literature

H. G.:

Although it does take extra time to prepare manifests and to process them in the field, I believe most employees appreciate helpful literature of this type. I imagine there are Stations and Bases that should receive only one copy, but you can best determine the "who and how many."

The Office of Security each year allots several thousand dollars for the purchase of literature promoting employee safety. While we can't quantify the results, I'm reasonably sure it has some beneficial affect and clearly supports the Federal safety program.



STAT

Att

cc: SSA-DD/M&S w/Xcy of Att
EO-DD/M&S: [redacted]:kmg (2 Oct 73)
Distribution:
Orig - Adse w/O of Att
✓ 1 - DD/M&S Subj w/Xcy of Att
1 - DD/M&S Chrono

Att - Safety literature - "Test Your Home Safety Savvy" + [redacted] note asking whether this type of literature needs to be sent overseas

STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

ND SUPPORT STAFF

EXTENSION

NO.

DATE

24 SEP 1973

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDMVS

Mr. Brownman

Attached is a copy of a questionnaire on safety that this Division has been requested to send to all its employees. I gather this is part of a Government wide safety program.

I would appreciate your thoughts on whether this is the type of thing we should eliminate in our effort to reduce paper flow and work load.

Do you...

YES NO

1. Have nonskid backing on small rugs, and avoid use at top of stairs?		
2. Keep traffic areas and exits clear of furniture, obstructions and tripping hazards?		
3. Use a screen in front of your fireplace?		
4. Have plenty of wall outlets for lamps and appliances—avoiding octopus connections?		
5. Have a lamp within reach of bed?		
6. Have good lighting in heavy traffic areas, and night lights in bedrooms of children and elderly persons?		
7. Use large, deep ashtrays and never smoke in bed or when you're likely to doze off?		
8. Secure firearms in a locked rack or cabinet and store ammunition separately?		

Do you...

YES NO

Do you...

1. Have stove and sink areas well-lit?		
2. Turn pot handles away from stove front, but not over another burner?		
3. Wipe up spills immediately?		
4. Have a rack or compartment tray for sharp knives?		
5. Make sure your hands are dry before operating electric appliances?		
6. Use potholders and make sure they are dry?		
7. Use a step stool when reaching into high cupboards?		
8. Have emergency phone numbers handy to your telephone (police, fire, doctor, utilities)?		
9. Look for the UL (Underwriters' Laboratories) or AGA (American Gas Association) label whenever you buy appliances?		
10. Replace old cracked or frayed electrical appliance cords?		
11. Keep insecticides, household cleaners and disinfectants in their original containers and separate from food and out of the reach of children?		
12. Know that water should not be poured on a grease fire?		
13. Shield yourself from hot steam when removing covers from hot pans by lifting the far side first?		
14. Avoid wearing loose, flimsy garments around sources of flame?		
15. Cut away from you when using a knife?		
16. Have a 20-ampere line to safely carry the heavy load needed to operate kitchen appliances such as electric grills, waffle irons and rotisseries?		

Do you...

YES NO

1. Have nonskid mats or textured surfaces in tubs and showers?		
2. Have a sturdy grab bar for your tub or shower?		
3. Have medicines clearly labeled and read the label before taking any medicine?		
4. Keep medicines stored safely out of the reach of small children?		
5. Dry your hands before using electrical appliances—and never operate them when you're in the bathtub?		
6. Avoid using hair sprays near open flame or when smoking?		
7. Keep night lights in bathrooms for children and elderly persons?		

Do you . . .

YES NO

1. Have your garage in order—tools in place, flammable liquids stored in safety cans?		
2. Have your garage well-lit with switches at the doors?		
3. Check area around car before backing?		
4. Always keep garage door open while running car engine inside?		
5. Inspect lift up garage doors regularly for		



STAIRWAYS

Do you ...

YES NO

1. Have sturdy handrails for outside steps and inside stairways?		
2. Have sturdy bannisters on open stairs and stairwells?		
3. Keep children's toys off stairs?		
4. Avoid using stairways as temporary storage areas?		
5. Have stairs well-lighted with switches at top and bottom?		
6. Keep treads, nosing and carpeting in good repair?		
7. Avoid carrying vision-blocking loads on stairs so that you can see where you're going?		

WORKSHOP

Do you ...

YES NO

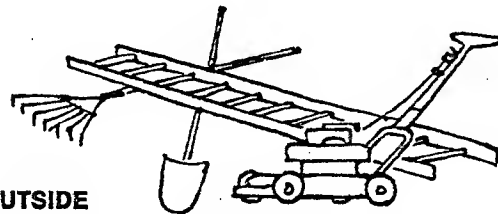
1. Keep paint thinners and solvents in metal cans?		
2. Keep power tools disconnected or switches locked when not in use?		
3. Keep tools out of the reach of small children?		
4. Have workshop well-ventilated and work areas well-lighted?		
5. Use safety glasses when drilling, sanding or doing eye-threatening work?		
6. Keep power tool guards in place?		
7. Make sure that a tool is properly grounded if it is not of the double-insulated type?		
8. Make sure extension cords are the right capacity for the wattage of the tool or appliance on which they are used?		

BASEMENT OR UTILITY ROOM

Do you ...

YES NO

1. Know where your main gas and water valves are located and how to close them?		
2. Have gas and water lines distinctly tagged so they can be quickly identified?		
3. Know how to light the pilot light on your furnace and water heater?		
4. Call the gas company if you suspect a leaky valve or pipe?		
5. Know where your main electric switch is and how to turn it off?		
6. Have extra fuses on hand and pull the main switch before changing a fuse?		
7. Determine what has caused a fuse to blow and eliminate the cause before replacing the fuse?		
8. Have fuses or circuit breakers labeled to identify outlets and fixtures they protect?		
9. Keep combustibles away from hot light bulbs?		
10. Have washer and dryer electrically grounded?		
11. Keep cleaning fluids, drain openers, ammonia and similar items locked up or out of the reach of small children?		
12. Avoid using your basement, attic or utility room for a "dumping ground," especially for combustible materials?		
13. Know the proper fuse ratings for your electrical circuit?		



OUTSIDE

Do you ...

YES NO

1. Return garden tools to their storage racks after use?		
2. Get help for heavy or difficult jobs?		
3. Keep children and pets a safe distance away while operating your power mower?		
4. Shut off the mower when cleaning, adjusting or emptying grass catcher, and never refuel when motor is hot?		
5. Keep ladders in good shape—replace loose rungs, worn ladder shoes, frayed ropes on extension ladders?		
6. Use extra care putting up screens or storm windows when you're on a ladder, especially in windy weather?		
7. Repair broken walks and driveways?		
8. Keep snow off walks and steps and spread salt or sand on ice patches?		
9. Keep children's swings, slides and other outdoor play equipment in safe condition?		
10. Keep the yard clear of broken glass, nails, etc.?		